



# Department of Managed Health Care

## JOB OPPORTUNITY

GRAY DAVIS, Governor

MARIA CONTRERAS-SWEET, Agency Secretary

Release Date: February 10, 2003

**CLASSIFICATION:** Office Technician (Typing)  
1 Position, Full-Time Permanent

**FINAL FILE DATE:** Until Filled

**SALARY:** \$2348 - \$2855

**LOCATION:** Office of Enforcement, 980 9<sup>th</sup> Street, Sacramento

**DUTIES AND RESPONSIBILITIES:** Under the general direction of the Assistant Deputy Director, the incumbent is responsible for providing clerical support to the Assistant Deputy Director, legal counsel and analysts for the division.

**DESIRABLE QUALIFICATIONS:**

- ◆ Ability to organize & establish workload priorities simultaneously & work under pressure
- ◆ Exercise a high degree of initiative & flexibility
- ◆ Ability to work independently, as well as, cooperatively and effectively with others.
- ◆ Ability to effectively communicate well, both orally and in writing
- ◆ Ability to follow oral & written instructions & able to adjust to shifting priorities & meet deadlines
- ◆ Dependable, punctual, excellent attendance
- ◆ Ability to reason well & use good judgment
- ◆ Knowledgeable of modern office methods & equipment & experience with personal computers with knowledge of Microsoft Word, Excel, etc.

**WHO MAY APPLY:** State employees, who are currently in the above classification, have list eligibility for appointment or have transfer eligibility are encouraged to apply. Appointment is subject to SROA. **ONLY THOSE BEST QUALIFIED WILL BE INTERVIEWED.** For further technical information regarding the position, please contact Cheryl Akiu at (916) 324-8599. **SEND A COMPLETED APPLICATION/RESUME, TO THE PERSON AND ADDRESS PROVIDED BELOW** (please include your social security number for eligibility verification and indicate RPA #02-196 under the job title).

**SUBMIT APPLICATION AND/OR RESUME TO:**

Department of Managed Health Care  
Office of Enforcement  
Attention: Cheryl Akiu  
980 9<sup>th</sup> Street, Suite 500  
Sacramento, CA 95814

California Relay Service: Voice Line: 1-800-735-2922  
TDD User: 1-800-735-2929

RPA#02-196

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, AGE, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.